

SENIOR TRIBAL COURT ADVOCATE

DEFINITION: Under general direction, performs legal work that are of a complex and difficult nature; the kind of legal work involved are auxiliary to the work engaged by professional attorneys, judicial courts, legislative activities and programs requiring advance legal support work; this series covers a variety of positions that are engaged in the more advance legal profession but is less than that represented by graduation from a recognized law school; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Analyzes the impact of legislative developments and/or judicial decisions and rulings on programs; work is performed with relative independence from supervision; provides legal assistance and advice to assigned divisions of the Navajo Nation government; serves as the primary legal defense counsel for individuals charged with various criminal offenses; serves as the primary representative in civil court proceedings where guardianship, conservatorship, wills, abuse, etc. constitute the majority of work; performs substantive legal analysis requiring discretion and independent judgment in the application of applicable laws, case decisions, policies, etc.; handles complex court cases assigned by the Attorney General or District Courts of the Navajo Nation; drafts briefs, memoranda, resolutions, pleadings and files legal motions and other litigation papers and/or documents; argues point of law; develops and compiles defense information on appellate hearings; argues case before appellate tribunal and in administrative proceedings.

Works in a close functional relationship with other legal entities who may provide technical guidance where legal professionals are absent in the employing office; makes court related appearance on behalf of assigned divisions; legal assistance rendered may involve various functional areas of law, such as: contract issues, environmental related issues, personnel/labor disputes of a complex nature, child support, taxes, community development, etc.; provides legal advice in response to inquiries regarding a wide range of legal issues; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation laws, and applicable state and federal statutes, rules and regulations.
Knowledge of the principles of accounting sufficient to isolate and define legal and factual issues.
Knowledge of the principles, practices and methods of legal research.

Knowledge of the principles of gathering evidentiary information, documents, financial records and other data that may be used in court.

Knowledge of court processes, administrative law processes and legal terminology.

Knowledge of legal strategies, their development and presentation.

Skill in undertaking legal research.

Skill in effectively assessing, interpreting and applying complex laws to information, evidence and other data compiled.

Skill in assessing, analyzing and assessing financial and other records to make recommendations for subsequent appropriate action.

Skill in communicating effectively and providing legal representation in a court or appellate proceeding and/or in rendering legal assistance to divisions, departments and programs.

Skill in operating a personal computer utilizing a variety of software applications.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

THE NAVAJO NATION

Class Code: 2161
Legal Services Series
Prosecution and Advocacy Group
Overtime Code: Exempt
Pay Grade: 66

SENIOR TRIBAL COURT ADVOCATE

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Law, Pre-law, Criminology or a closely related field; and three (3) years of experience representing clients before Navajo Nation courts or administrative tribunals.

PREFERRED QUALIFICATIONS:

- Licensure with the Navajo Nation Bar Association for at least four (4) years with at least four (4) years of experience representing clients before Navajo Nation Courts or administrative tribunals.

SPECIAL REQUIREMENTS:

- Must be a member of the Navajo Nation Bar Association and be in strict conformance with professional and ethical standards.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.